

Please complete this page and send it to Westwood Church  
 (facility@westwoodchurch.bc.ca or fax 250-562-1012)

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Alternate #. \_\_\_\_\_

Email \_\_\_\_\_ Attend Westwood? Yes ☐ No ☐

Billing Contact Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Wedding Yes ☐ No ☐ Funeral/Memorial Yes ☐ No ☐

Date of Event \_\_\_\_\_ Time (start) \_\_\_\_\_ (end) \_\_\_\_\_

Date of Decorating/Rehearsal \_\_\_\_\_ Time (start) \_\_\_\_\_ (end) \_\_\_\_\_

Description of Event / Activity \_\_\_\_\_

Is there a spiritual component to this event? Yes ☐ No ☐ Describe \_\_\_\_\_

No. of People Expected \_\_\_\_\_ Admission Charged? Yes ☐ No ☐ Open to the Public? Yes ☐ No ☐

Refreshments being served? Yes ☐ No ☐ Describe \_\_\_\_\_

Other pertinent information: \_\_\_\_\_

#### Space Requested

- ☐ Auditorium
- ☐ Foyer
- ☐ Kitchen
- ☐ Learning Centre (Room 111)
- ☐ Youth Centre (Room 112)
- ☐ Room 100: Living Room
- ☐ Room 100A: Conference Room
- ☐ Room 101: Prayer Room
- ☐ Room 106: Nursery
- ☐ Room 107: Toddlers
- ☐ Room 108 Preschool
- ☐ Room 110: K to 2
- ☐ Room 115: Conference Room
- ☐ Room 203: Grades 3-5

- ☐ Round Tables Qty: \_\_\_\_\_
- ☐ Rectangular Tables Qty: \_\_\_\_\_
- ☐ White Linen Table Cloths Qty: \_\_\_\_\_
- ☐ Navy Table Cloths Qty: \_\_\_\_\_

#### Audio / Visual Requirements and/or Set up Information:

#### Westwood Use Only

Room Approval Received Yes ☐ Insurance: Purchased ☐ OR On File ☐

Facility Host \_\_\_\_\_ AV Tech \_\_\_\_\_

Set up/Take down \_\_\_\_\_

I/We agree to:

1. Pay a deposit of \$100 to confirm the booking (if booking the Auditorium, Foyer, Youth Centre or Learning Centre). The balance is due no later than 30 days after the event. This deposit is not refundable if the event is cancelled.
2. Abide by the Facility Use Policies of the Westwood MB Church which I/we have read and discussed where clarification was needed.
3. Provide the required Certificate of Insurance as per the terms of the Facility Use Policy.

Accepted (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

### **Facility Use Policies**

1. The first priority use of the facilities are for the ministries, programs and activities of Westwood MB Church and its affiliated associations.
2. Activities on Westwood Church premises cannot conflict with the purpose, objectives and beliefs of Westwood MB Church or the Confession of Faith of the MB Church.
3. Serving alcohol or dancing is not permitted on the premises. Sports or physical activities must be approved in advance at the time of booking and appropriate insurance coverage must be obtained and provided to Westwood MB Church.
4. Smoking is not permitted inside the Church building. Smoking is permitted outside the Church building, no closer than 3 meters from a doorway or window.
5. No food or beverages may be served in areas not agreed to in advance.
6. Food prepared and served in the Main or Youth Centre kitchens, must be in accordance with our Food Safety Plan. Food prepared offsite must be from a Northern Health Inspected Facility.
7. For Auditorium, Youth Centre or Learning Centre rentals, a rental deposit of \$100 is required. The deposit will be applied to the balance due – to be paid in full no later than 30 days after the event. The deposit is non-refundable if the event is cancelled.
8. Rental fees are for any part of four hours.
9. All renters must have event insurance. Either a Certificate of Insurance is provided to Westwood MB Church or event insurance is purchased through Westwood MB Church. Certificates of Insurance must include a minimum of \$2 million Comprehensive General Liability and must add Westwood MB Church and the BC MB Conference as additional insured. Failure to purchase event insurance or to provide proof of insurance will result in the termination of the booking.
10. The use of the church facility for a wedding will be permitted where the wedding adheres to the definition of marriage in the Confession of Faith of the MB Church, as being between a man and a woman. All officiating ministers or marriage commissioners must be a member of the PG Ministerial Association or approved by the Lead Pastor to be in agreement with the Confession of Faith of the MB Church.
11. All specialized equipment (e.g., sound systems, theatre lighting, video equipment) owned by Westwood MB Church must be operated by the Church's qualified technician. The technician will be supplied at an agreed rate.
12. No equipment or property may be removed from the Church.
13. A designated Facility Host must be present at all times and satisfactory arrangements for security made with Westwood MB Church ahead of time.
14. Each user group and renter is responsible for the behaviour of their own guests.
15. If information provided to Westwood MB Church is found to be false or inaccurate, the booking may be cancelled.
16. Decorating and rehearsal time must be scheduled and approved at the time of initial booking. Any changes are subject to negotiation. A 50% surcharge on the facility space rental will be applied and will cover up to 2 hours for decorating and up to 2 hours for rehearsal.
17. Open flame candles must be enclosed in a chimney.
18. The use of any decorating materials must have prior approval as to appropriateness and safety. Damage-free removable hooks and adhesives may be used. Tape, tacks, nail or traditional hooks are prohibited.
19. The use of confetti, table confetti or throwing rice is prohibited on Church property.
20. All booking requests must be approved by the pastoral team. Please allow up to 10 working days for approval.